



**ISLAMIC CENTER OF VIRGINIA**  
1241 Buford Road North Chesterfield, Va. 23235 Tel: 804-320-7333

**Activity Request FORM**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Type of Activity:**

**Date:** \_\_\_\_\_ **Time:AM(10AM-12 Noon)**

**PM(12 N -10 PM):** \_\_\_\_\_

**Activity includes:**

**Hall: Yes or No.**

**Tables: Yes or No.**

**Chairs: Yes or No.**

**Kitchen: with or without utensils.**

**Terms & Conditions:**

**The requesting/signing individual is responsible for the following:**

- **Hall must be used for the purpose it was reserved for.**
- **Do not use Women's prayer hall.**
- **Napkins, plates, plastic forks, knives, etc. you are the responsibility.**
- **Kitchen appliances can be used for warming food. No cooking.**
- **All tables and chairs must be stacked and placed as found**
- **All trash must be removed and placed in trash container outside of the building**
- **All surfaces must be cleaned**
- **Requesting/signing individual is responsible for damages that exceed the security deposit**

**I have read and agree to the above expectations.**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by ICVA Executive Member**

**Name:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_